

Contract Renewal Evaluation Form

Date:	July 8, 2021
Department:	Real Estate and Asset Management
Contract Number:	20ITB12598C-GS
Contract Title:	HVAC On-Call Maintenance Countywide

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

The scope of work for this contract cannot be reduced because we do not have the in-house capabilities of required equipment, tools, skills and in-house staff to provide this service. The County is in the process of addressing the multiple upgrades of HVAC systems for repair/replacement in County facilities that was identified from the condition assessment due to deferred maintenance and the age of the units.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☐ Internet search of pricing for same product or service:

Date of search:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

The prices for HVAC Maintenance do reflect the current market. This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is code Selection 102-373, Competitive Sealed Bid.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Hourly rates applicable for Fulton County contract is \$65 which is less than price applicable for City of Atlanta contract.

Explanation / Notes:

Click here to enter text.

☐ **Other (Describe in detail the analysis conducted and the outcome):**

Click here to enter text.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

The County spent \$452,640.29 in FY2020, and \$389,855.10 as of 8/16/2021.

4. Does the renewal option include an adjustment for inflation? ☐ **Yes** ☒ **No**
(Information can be obtained from CPI index)

Was it part of the initial contract? ☐ **Yes** ☒ **No**

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.

Percent difference between past purchase price and renewal price:

[Click here to enter text.](#)

Explanation / Notes:

[Click here to enter text.](#)

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

This service is required as an augmentation of capacity and is used when the capabilities and availability of in-house resources are not sufficient to meet the maintenance requirements. This service, therefore, cannot be performed in-house because the DREAM does not have enough qualified and experienced technicians necessary to perform this kind of work.

7. What would be the impact on your department if this contract was not approved?

If this contract is not approved, there will be a significant delay or failure in the repair and replacement of HVAC equipment in County owned facilities. This will result in hazardous building environments for employees and tax payers who use the buildings.

Dexter Dyer, Building Maintenance Manager
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Prepared by

Joseph N. Davis, Director

Department Head

31 Aug 2021

Date

[Click here to enter a date.](#)

Date